



U.S. DEPARTMENT OF STATE

U.S. EMBASSY TEL AVIV, ISRAEL

July 18, 2014

MINUTES FROM PRE-PROPOSAL CONFERENCE OF JULY 17, 2014
SOLICITATION NUMBER: SIS700-14-R-0002

Introduction

The Contracting Officer, Myron Hirniak, welcomed all attendees and introduced the following individuals:

1. Mr. Chanan Stern – Procurement Supervisor
2. Mr. David Benny – Facility Maintenance Supervisor & Contracting Officer's Representative for this contracting action.
3. Mr. Ronen Ben-Eli – Procurement Agent
4. Mr. Levy Ilan – Facility Maintenance Deputy Supervisor.

The Contracting Officer thanked all attendees for coming and expressed his hope to have fruitful and mutually beneficial working relationship.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

1. Proposal due date, time and delivery requirements were specified.
2. Confirmation that no offers will be considered that does not meet the deadline and submission requirements.
3. It was emphasized that all questions that might arise prior to submission of the proposal need to be sent in writing to the Contracting Officer. Answers will be emailed to all interested offerors on the official solicitation mailing list.
4. Emphasized the importance of the technical proposal. Reviewed Section 4 – Evaluation Factors. It was noted that the U.S. Government will award the contract to the technically acceptable lowest price offer and that pricing proposal will not be reviewed if the technical proposal is not technically accepted regardless the pricing level.
5. Important aspects of the Scope of work were reviewed. Emphasizing the time frame of the contract being 1 (one) year with 4 (four) option years. It

was emphasized that the implementation of the option year would be solely the prerogative of the U.S. Government.

6. Contract minimum and maximum amounts for each year were explained, along with how this contract may be awarded to multiple contractors.
7. The ordering process was discussed at length, highlighting the types of houses and apartments relevant to this contract.
8. Important aspects of the technical specification were reviewed and emphasized.

Questions

The attached questions were asked and answered during the pre-proposal conference.

Conclusion

The pre-proposal conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.

The meeting was adjourned.

Sincerely,